

IN THE BOARD OF SUPERVISORS
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

_____ day _____, 2015

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. _____

**RESOLUTION APPROVING THE
AIRPORT – SLO – CONSTRUCT PASSENGER TERMINAL PROJECT
CONSTRUCTION CHANGE ORDER POLICY**

The following Resolution is hereby offered and read:

WHEREAS, the Board of Supervisors (“Board”) in accordance with the California State Public Contract Code (Public Contracts Code) will consider award of the construction contract for the Airport-SLO-Construct Passenger Terminal Project (Contract No. 330023) (hereafter, the “Project”); and

WHEREAS, pursuant to Section 20142 of the Public Contracts Code, the Board may authorize a County Officer to order changes or additions in the work; and

WHEREAS, Exhibit “A,” attached hereto and incorporated herein as though fully set forth, has been prepared to express said authorization; and

WHEREAS, the size of the construction contract for this Project requires the need for these policies; and

WHEREAS, it is in the public interest that the attached Exhibit “A” be adopted as the Construction Change Order Policy for the Project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby finds and declares:

1. Each and every “WHEREAS” statement, above is incorporated herein and made an express finding hereof; and
2. Exhibit “A,” attached hereto and incorporated herein as though fully set forth, entitled the *Airport-SLO-Construct Passenger Terminal Project Construction Change Order Policy* (Policy) is approved; and
3. The Director of Airports or his designee is hereby authorized to undertake all actions necessary to implement the attached Policy; and

4. The Director of Airports or his designee is hereby authorized to approve Construction Contract Change Orders up to \$210,000, so long as any change or addition is deemed consistent with the proper completion of the Project under the sound discretion of the Director of Airports or his designee, and so long as the change or addition does not exceed the maximum dollar amount allowed under Public Contracts Code Section 20142.

Upon motion of Supervisor _____, seconded by Supervisor _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing resolution is hereby adopted.

Chairperson of the Board of Supervisors

ATTEST:

Tommy Gong
Clerk of the Board of Supervisors

(SEAL)

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA NEAL
County Counsel

By: 
Deputy County Counsel

Dated: July 31, 2015

Exhibit A

AIRPORT-SLO-CONSTRUCT PASSENGER TERMINAL PROJECT CONSTRUCTION CHANGE ORDER POLICY

The purpose of this policy is to identify change order authorization procedures required for the Airport-SLO-Construct Passenger Terminal Project (Contract No. 330023) (hereafter, the “Project”). These procedures have been developed in conformance with applicable laws and regulations. The size of the construction contract for this Project requires the need for these policies.

Change Order Requirements

Requirements for change orders that apply to the Project include the following:

- All changes that change the contract price or the contract times from what is stated in the original contract documents must be supported by a written change order.
- Change orders which affect the schedule or cost of the project can only be authorized in writing by the Director of Airports or his designee.
- Change orders must comply with all applicable laws and regulations.
- All change orders must address the effect of the change on project schedule and cost.

Non-Emergency Change Orders:

Single Item Change Order Maximum Amount = \$210,000.00;

The following procedures shall be followed prior to the approval of change in the contract price or contract times for the Project.

- A. \$0 to \$210,000.00 - Individual change orders of up to \$210,000.00 require the written recommendation of the Project Architect and written approval of the Director of Airports or his designee.
- B. Greater than \$210,000.00 - Individual change orders of over \$210,000.00 require a written recommendation from the Project Architect, a written recommendation from the Airports Director or his designee, and specific authorization from the Board of Supervisors.